

INSTRUCTIONS FOR FILING I-130 PETITIONS FOR IMMIGRANT VISAS IN TURKEY

In order to help prevent the separation of families, the U.S. Embassy in Ankara accepts I-130 petitions for the spouses, the biological children and the stepchildren (who are under the age 21 and unmarried) of **U.S. citizens who are permanently residing in Turkey**. [Note: In order to apply for a stepchild the marriage between U.S. citizen and foreign spouse must take place before the child's 18th birthday.]

If you have already submitted a petition in the United States for your spouse to immigrate to the United States, you may not submit another petition in Turkey.

To file a petition in Ankara, a U.S. citizen must be residing in Turkey at least for the last twelve months. The US Citizen petitioners should be prepared to present proof of their permanent residency in Turkey when submitting their application (i.e. Turkish residency permit "ikamet tezkeresi" obtained from the Turkish Foreign Police department, employment letter, military orders for US military personnel, passport copies showing entries and exits to Turkey, phone bills, electric, utility bills, etc.) US Citizens who do not reside in Turkey should file the I-130 immigrant visa petition through the Department of Homeland Security, BCIS office nearest to their residence in US. Petitions received from US citizen who do not reside in Turkey, will be returned to the sender without any action.

The US citizen (the petitioner) who resides in Turkey and his or her spouse (the beneficiary) must send their application to the Embassy via UPS from Turkey. Because both the citizen and his or her spouse must be permanently resident in Turkey for us to process a visa, **we cannot accept petitions sent from other countries**. After the application is reviewed and an appointment is scheduled, **the petitioner and the beneficiary must both attend an interview at the Embassy**. The entire process takes several weeks, or longer if your application is missing some of the required documents. We recommend that neither the petitioner nor the beneficiary make specific travel plan to leave Turkey, because your appointment may not be scheduled before the day of your flight.

The following pages provide detailed instructions on the forms and documents required for an immigrant visa. The process is as follows:

STEP 1: Send a petition and application for an immigrant visa to the Embassy via UPS. You may not drop off your documents at the Embassy. **You will receive a response to your UPS within 10 working days after it is received.** If your petition is incomplete, it will be returned to you with instructions on what documents are missing. If your petition is complete, we will send you a letter scheduling an appointment for an interview.

STEP 2: Attend an interview at the Embassy. Both the U.S. citizen petitioner and foreign spouse must attend an interview at the Embassy in Ankara. At the interview, you will be asked to provide a few additional documents as well as proof of your relationship. If the consular officer conducting the interview is satisfied with your documents and relationship, you will receive a receipt for an immigrant visa. A visa will be sent via UPS to your address in Turkey within five to ten working days. NOTE: Some Turkish applicants and all Iranian applicants require extensive security checks prior to issuance of the visa. These checks generally take between six to eight weeks or longer. No visa for these applicants can be issued until all clearances are received.

As mentioned above, you must send all documents and correspondence via UPS **from Turkey**. Your appointment letter or petition (if it is incomplete) will be returned to you by UPS. You will be responsible for the cost of the return correspondence sent within Turkey by UPS. The phone number for UPS in Ankara is (312) 444 0033. Please include your return address on the UPS label, and send your application to: American Embassy - Immigrant Visa Unit, 110 Ataturk Blvd., Kavaklıdere, Ankara, 06100 Turkey.

If you have any questions, please visit our website at <http://ankara.usembassy.gov>. You may email us through our website using the form at the site <http://ankara.usembassy.gov/CONSULAR/questiv.htm>. You may also call us at (90) (312) 466-6100 between 10:30 and 12:00 Mondays through Thursdays.

DOCUMENTS REQUIRED TO GET AN APPOINTMENT FOR AN IMMIGRANT VISA INTERVIEW

To begin the process the petitioner and beneficiary need to send all the following documents to the U.S. Embassy in Ankara via UPS from Turkey. All original documents that cannot be replaced (such as birth certificates and marriage certificates) will be returned to you during your interview.

All U.S. government forms (I-130, G-325A, and I-864) can be downloaded from our website at <http://usembassy.ankara.gov> or requested from the U.S. Embassy Consular Section in Ankara or the U.S. Consulate General in Istanbul. We will only send forms to addresses in Turkey.

NOTE: All documents not in English must be accompanied by an original certified English translation. Photocopies of translations are not acceptable. The translation must include a statement signed by the translator that verifies the translation is accurate. The translation must also be accompanied by proof the translator is certified to translate.

Documents that the US CITIZEN PETITIONER needs to provide:

1. **PETITION:** Form I-130 (Petition for Alien Relative) and Form G-325A (Biographic Information) must be fully completed.
2. **PASSPORT, NATURALIZATION CERTIFICATE OR BIRTH CERTIFICATE:**
A full photocopy of passport, naturalization certificate with raised seal, or original or certified copy of the U.S. citizen petitioner's birth certificate must be provided. The certified copy of the U.S. birth certificate must either have the raised seal or rubber stamp of the vital statistics office or it must be originally signed. Attorney certified copies without raised seals, rubber stamps or plain photocopies of U.S. Birth Certificates or U.S. Naturalization Certificates will not be accepted. **Please do not send your original passport.** You must carry your passport with you to the interview.
3. **PROOF OF PERMANENT RESIDENCY IN TURKEY:** Turkish residency permit "ikamet tezkeresi" obtained from the Turkish Foreign Police department, employment letter, military orders for US military personnel, passport copies showing entries and exits to Turkey, phone bills, electric, utility bills, etc
4. **MARRIAGE CERTIFICATE:** Original and photocopy of your marriage certificate with an English translation.
5. **DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide one certified copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. For divorces that took place in the U.S. or Turkey, the court-certified divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. For divorces that took place in Iran, applicants must submit the original divorce document, issued by Iranian courts, usually in booklet form. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.

6. **PHOTO:** One recent photograph of the petitioner.
7. **AFFIDAVIT OF SUPPORT WITH TAX DOCUMENTS:** You must fill out Form I-864 (Affidavit of Support) for your spouse and attach your W-2 and 1040 tax forms for the last three years. Please see the attached pages for detailed instructions on how to fill out the Affidavit of Support. The Affidavit of Support must be notarized. If you cannot have the Affidavit of Support notarized before you send it to the Embassy, the consular officer who conducts your interview can notarize it for you. If you did not file taxes in any of the last three years, you must submit a statement explaining why you did not pay taxes. If you do not qualify to sponsor your spouse, you must provide a notarized Form I-864 and supplemental documents from a **co-sponsor**. Even if you have a cosponsor, the petitioner needs to submit an Affidavit of Support and tax documents as well.

Documents that the FOREIGN SPOUSE BENEFICIARY must provide:

1. **APPLICATION FORMS:** Form DS-230 Part I & II (Application for Immigrant Visa and Alien Registration) and G-325A (Biographic Information) must be fully completed. Please do not leave any questions blank on the application forms. Questions that do not apply to the applicant's particular situation should be answered "N/A" or "Non Applicable".
2. **FULL PHOTOCOPY OF PASSPORT:** The beneficiary's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if they are over the age of 16, they must have their photograph attached to the passport. Any child age 16 or older whose photograph is not included in their parent's passport must obtain a separate passport. **Please do not send your original passport.** You must present your passport at the interview.
3. **BIRTH CERTIFICATES:** One original and certified copy of the birth certificate of each person named in the application is required ("Nüfus Kayıt Örneği" if the applicant was born in Turkey, shenasname from Iran). The certified copy of the birth certificate must either have the raised seal or rubber stamp of the vital statistics office or it must be originally signed. Attorney certified copies without raised seals, rubber stamps or plain photocopies of birth certificates **will not be accepted**. The certificate must state the date and place of birth and names of both parents. Applicants born in a country other than their country of citizenship must present a birth certificate from the country in which they were born.
4. **MARRIAGE CERTIFICATE:** Please provide your original marriage certificate together with the English translation and full copies of all pages.
5. **DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, obtain one certified copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. For divorces that took place in the U.S. or Turkey, the court-certified divorce decrees must either have the raised seal or rubber stamps and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees **will not be accepted**. For divorces that took place in Iran, applicants must submit the original divorce document - issued by Iranian courts - usually in booklet form. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.
6. **POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:** Applicants are required to submit a police certificate from the country of the applicant's nationality and current residence. Police certificates are also required from all other countries where the applicant has resided for at least one year. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates from Iran are not required. Please see the following pages for more information.
7. **COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a certified copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty.

8. **PHOTO:** Four front view immigrant visa photos of the beneficiary. Please see below for detailed information about immigrant visa photo requirements for beneficiaries. The name of the applicant should be written at the back of the photo.
9. **TRANSLATION:** All documents not in English must be accompanied by a certified English translation.
10. **CONTACT INFORMATION:** Please fill out the contact form provided in this packet.

DOCUMENTS REQUIRED AT THE INTERVIEW

1. **FEE:** The fee for filing an immigrant visa petition is \$185.00 per person. The fee for an immigrant visa is \$335.00 and \$45.00 surcharge per person. You will be required to pay the petition-filing fee of \$185.00 and pay the application fee of \$335.00 and \$45.00 surcharge at the time of your interview. The payment may be made in cash or by credit card to the consular cashier. Visa, Mastercard, American Express, Novus/Discover, Diners and Mastercard or Visa logoed debit cards are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.
2. **MEDICAL REPORT:** Before their final immigrant visa interview, all applicants (not the U.S. citizen) are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy. Beneficiaries are responsible for making their own arrangements for the medical examination with any of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child. **Do not send the results of your medical examination to this office before your interview.** You will be required to submit your medical report to this office at the time of your interview. Do not bring your x-ray film to the Embassy.
3. **3 COLOR PHOTOS FOR EACH BENEFICIARY:** The beneficiary's full name and surname must be written on the back of each photograph. Photographs must have a white background and show the applicant in ¾ view. Please see the attached page for details on what kind of photos are acceptable.
4. **PROOF OF RELATIONSHIP:** Petitioners and their beneficiaries will be asked to submit proof of a valid relationship (i.e. proof that you did not get married solely to immigrate to the United States). Please bring letters, photographs, phone bills or other evidence of your relationship to the interview.
5. **PROOF OF DOMICILE:** In order to petition for your spouse to come to the United States, the petitioner must have an un-relinquished residence in the United States. Please see the attached page for information on how you can prove this.

NOTE: No assurance can be given in advance that a visa will be issued. A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants. Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued. This office will make every effort to expedite the process. However, should complications arise, applicants may be required to return to this office or furnish additional information.

If a security check is required, the beneficiary will be required to return to the Embassy after the check has been completed. The Embassy will request and receive the required clearance for the applicant from the United States. We recommend that applicants return home while they wait for a clearance. Once the Embassy has received the clearance, the applicant's case number (which will be given to you at the interview) will be posted on our website. It will be your responsibility to check our website to see if your clearance is complete. Once your number appears on the site, you will need to return to the U.S. Embassy in Ankara. After you present yourself at the Embassy, if your application is complete, your visa will be sent to you at your address in Turkey within ten working days.

An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States within that 6-month period.

AFFIDAVIT OF SUPPORT – FORM I-864

Overview

The I-864 *Affidavit of Support* is a contract between a sponsor and the applicant that is required for immigrant visas. In this contract the sponsor agrees to provide financial support for the applicant until he/she becomes an American citizen or can be credited with 40 quarters of work (usually ten years).

The sponsor must show that he/she has income equal to or greater than 125 percent of the federal poverty guidelines for his/her household size. The attached chart lists the required income for different household sizes.

If a sponsor's income is not greater than 125% of the federal poverty guideline, then another person must offer to sponsor the beneficiary. This co-sponsor must fill out a separate I-864, unless the co-sponsor is a member of the sponsor's household (i.e., the co-sponsor claims the original sponsor as a dependent on his or her tax forms).

While photocopies of supporting documents are accepted, only original, notarized I-864 forms are acceptable. A U.S. consular officer abroad, an immigration officer from the Bureau of Citizenship and Immigration Services (BCIS), or a U.S. notary public can notarize signatures on the I-864 and I-864A. A consular officer will not accept I-864 Affidavits of Support that have been notarized by foreign notary publics.

Requirements for the Sponsor

A sponsor must be at least 18 years old and either an American citizen or a lawful permanent resident (LPR). The sponsor must also have a domicile (residence) in the United States.

Supporting Documents

A sponsor must attach his or her 1040 tax returns and W-2 forms for the past three years to the Affidavit. If the sponsor claims additional assets on the I-864, he or she must attach proof of those assets as well. NOTE: A sponsor's primary residence and/or car cannot count toward "proof of assets" since a sponsor would not be expected to sell his or her home to sponsor an immigrant.

Consular officers can only accept individual tax returns, not business tax returns, since the individual is sponsoring the applicant, not a business. If the sponsor does not have copies of his/her tax returns, can he/she submit a summary of the returns from the Internal Revenue Service (IRS).

If a sponsor files taxes jointly with his or her spouse, then the spouse must fill out form I-864A (Contract Between Sponsor and Household Member), which is attached to form I-864.

Sponsors must attach tax returns for each year they filed taxes. If a sponsor did not file taxes in a given year, they must attach a statement explaining why they did not file taxes.

Frequently Asked Questions:

What is household size?

Household size is determined by the number of people claimed on a sponsor's tax returns, the number of people otherwise dependent on him or her, other people a sponsor has filed an Affidavit of Support for, plus the beneficiaries of the petition. For example, if a sponsor who files taxes jointly with his wife and claims two children as dependents is sponsoring one person to immigrate to the United States, his household size is five (himself, his wife, 2 children, and beneficiary). If an unmarried sponsor claims her mother as a dependent on her tax returns, has filed an Affidavit for one other individual, and is sponsoring a family of three to immigrate, her household size is six (herself, mother, other beneficiary, and the family of three).

What if I did not file income tax returns for the previous three years?

Immigration law requires the sponsor to submit income tax returns for the three years immediately before the visa application if the sponsor was required to file. The Internal Revenue Service (IRS) requires Americans and lawful permanent residents who are working abroad to file income tax returns even if most or all of their overseas income is excluded from U.S. taxes.

If a sponsor was not required by law to file an income tax return, he/she should prepare a notarized statement. In this statement the sponsor should affirm that he/she was not required to file a tax return and give the related Internal Revenue Service (IRS) regulation. The IRS 1040 Instruction Book has information on who is not required to file income tax returns.

More information on the I-864:

Visit The National Visa Center Internet web site at <http://travel.state.gov/i864gen.html> for detailed information about the I-864 Affidavit of Support.

2005 POVERTY GUIDELINES

Minimum income requirement for use in completing I-864

For the 48 contiguous states, the district of Columbia, Puerto Rico, the U.S. Virgin islands, and Guam:

| SPONSOR'S HOUSEHOLD SIZE | POVERTY GUIDELINE %100 | POVERTY GUIDELINE %125 |
|-------------------------------------|---------------------------------------|---------------------------------------|
| 1 | \$9,570 | \$11,963 |
| 2 | \$12,830 | \$16,038 |
| 3 | \$16,090 | \$20,113 |
| 4 | \$19,350 | \$24,188 |
| 5 | \$22,610 | \$28,263 |
| 6 | \$25,870 | \$32,338 |
| 7 | \$29,130 | \$36,413 |
| 8 | \$32,390 | \$40,488 |

For family units with more than 8 members, add \$3,260 for each additional family member to meet the %100 poverty guideline and \$4,075 to meet %125 of the poverty guideline.

For Alaska:

| SPONSOR'S HOUSEHOLD SIZE | POVERTY GUIDELINE %100 | POVERTY GUIDELINE %125 |
|-------------------------------------|---------------------------------------|---------------------------------------|
| 1 | \$11,950 | \$14,938 |
| 2 | \$16,030 | \$20,038 |
| 3 | \$20,110 | \$25,138 |
| 4 | \$24,190 | \$30,238 |
| 5 | \$28,270 | \$35,338 |
| 6 | \$32,350 | \$40,438 |
| 7 | \$36,430 | \$45,538 |
| 8 | \$40,510 | \$50,638 |

Add \$4,080 for each additional family member to meet %100 poverty guideline and \$5,100 to meet %125 poverty guideline

For Hawaii:

| SPONSOR'S HOUSEHOLD SIZE | POVERTY GUIDELINE %100 | POVERTY GUIDELINE %125 |
|-------------------------------------|---------------------------------------|---------------------------------------|
| 1 | \$11,010 | \$13,763 |
| 2 | \$14,760 | \$18,450 |
| 3 | \$18,510 | \$23,138 |
| 4 | \$22,260 | \$27,825 |
| 5 | \$26,010 | \$32,513 |
| 6 | \$29,760 | \$37,200 |
| 7 | \$33,510 | \$41,888 |
| 8 | \$37,260 | \$46,575 |

Add \$3,750 for each additional family member to meet %100 poverty guideline and \$4,688 to meet %125 poverty guideline

POLICE CERTIFICATE

Police certificates are required for each visa applicant aged 16 years or older. Generally, you must apply for these certificates directly from police authorities in the district in which you reside. You must submit a police certificate from the country in which you currently live (if you have lived there for more than six months). If you lived in a different country for more than 12 months after the age of 16, you must also submit a police certificate from that country. If you were arrested or convicted of a crime in a country, regardless of your age at the time the crime took place, or how long you resided in that country, you must submit a police certificate from that country. The police certificate must cover the entire period of the applicant's residence in that area, and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case in which there is a record.

Present and former residents of the United States should NOT obtain police certificates covering their residence in the U.S.

Police certificates are required from Turkey. Turkish nationals should contact the closest "Cumhuriyet Savcılığı" (Public Prosecutors Office) to obtain Turkish police certificates. Police Certificates from Turkey are known as "Adli Sicil Kaydı".

Police certificates are not required from Iran, or any country on the following list:

| | | |
|--------------------------|---------------------|-------------------------|
| AFGHANISTAN | IRAN | SOMALIA |
| BANGLADESH | IRAQ | SUDAN |
| BULGARIA | LIBYA | TAJIKISTAN |
| CAMBODIA | MEXICO | TOGO |
| CHAD | MONGOLIA | TONGA |
| EQUATORIAL GUINEA | NIKARAGUA | UNITED STATES OF |
| HAITI | SIERRA LEONE | AMERICA |

Police certificates from these countries are available only to persons physically present in the country who apply in person:

| | | |
|-----------------|-------------------|--------------------|
| ALBANIA | GUATEMALA | NAMIBIA |
| BARBADOS | INDIA | PARAGUAY |
| ECUADOR | JORDAN | RWANDA |
| ERITREA | KUWAIT | UNITED ARAB |
| ETHIOPIA | MOZAMBIQUE | EMIRATES |
| | | YEMEN |

Police certificates from the following countries are available only through the United States Embassy or Consulate. Contact the American consular office if you currently are, or have been a resident of one of these countries:

| | | |
|-------------------|--------------------|---------------------|
| COSTA RICA | KOREA | SRI LANKA |
| FIJI | NETHERLANDS | TURKMENISTAN |

INSTRUCTIONS FOR MEDICAL EXAMINATION

All intending immigrants are required to undergo a medical examination by one of the medical doctors on the following list. The physicians will provide the necessary medical examination forms. Please visit only one of the physicians on the list. You must have your passport and a passport size photo along with your case number with you in order to complete the medical exam. Make sure that your medical examination is completed before your appointment date and bring the results of the examination on your appointment date. You do not need to bring your X-Ray to the interview.

CHARGES FOR THE PHYSICAL EXAMINATION AND OTHER REQUIRED TESTS ARE TO BE PAID BY THE VISA APPLICANT. (FEES ARE AS FOLLOWS: BLOOD TESTS \$40.00; CHEST X-RAY \$25.00; PHYSICIAN \$50.00. EACH VACCINATION FEE VARIES FROM \$5.00 TO \$60.00 DEPENDING ON AGE AND VACCINES REQUIRED).

| Medical Doctor | Address | Phone Number | Working Hours |
|--|--|---|---|
| Dr. Mehmet Ugan Dr. Handan Ugan www.doctorun.com mungan@duzen.com | Atatürk Bulvarı, No: 237/29 Kavaklıdere, Ankara | 90-312-468-9541 ext. 544 90-532-245-1388 | Weekdays 09:00-19:00 Saturdays 10:00-17:00 |
| Dr. Lale Tuncel laletuncel@doctor.com | Tunalı Hilmi Caddesi 110/4 Kavaklıdere, Ankara | 90-312-467-0010 90-312-468-6151 | Weekdays 10:00-19:00 Saturdays 11:00-13:00 |
| American Hospital Check up department, second floor | Güzelbahçe Sokak Nişantaşı, İstanbul | 90-212-311-2501 90-212-311-2502 90-212-311-2000 | For appointment with the appropriate physician, please call in advance, between: Weekdays 08:00-18:00 Saturdays 08:00-13:00 |

IMPORTANT NOTICE CONCERNING VACCINATION REQUIREMENTS:

United States Immigration Law requires immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Instructions and procedural guides direct panel physicians who conduct immigrant visa medical examinations to verify that applicants have met the vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis, Influenza Type B (HIB), Hepatitis B, Varicella, Pneumococcal, and Influenza.

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

If you are fifteen (15) or older, a blood test for antibodies developed in response to infection by the Human Immunodeficiency Virus (HIV) is required. HIV is the virus that causes the Acquired Immune Deficiency Syndrome (AIDS). AIDS is the name given to a group of illnesses, which may occur in persons infected with HIV. HIV infection causes a defect in a person's natural immunity against disease. Victims are highly vulnerable to serious illnesses. This test is not to diagnose AIDS, but to detect antibodies to the virus. If the result is positive, it does not necessarily mean that you have AIDS or will get it. The results of your test will be provided to a consular officer. Also, it may be necessary to report results to the health authorities in this country. A positive test result will mean that you will not be eligible to receive a visa. A positive test result may also carry other consequences related to your day-to-day activities in this country.

PHOTOS

Regardless of age, all U.S. Immigrant Visa applicants must present two un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. Please read the following instructions carefully. We cannot use photographs which do not meet these requirements:

1. The applicant must submit two full-face photo, taken within the past six months. A full-face photo is one in which the applicant is facing the camera directly.
2. The face should cover about 50 percent of the area of the photo.
3. Photos must be taken against a white background.
4. Photographs should measure 2 inches square (approximately 5 centimeters square) with the head centered in the frame. The head (measured from top of the hair to the bottom of the chin) should measure between 1 inch to 1 3/8 inches (25mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28mm to 35mm) from the bottom of the photo.
5. The photograph must clearly identify the applicant.
6. The applicant should be dressed in normal street attire without a hat. Uniforms and/or head coverings, which obscure the applicant's features, hair, or hairline, may not be worn. If the applicant must wear head cover, the ears and the forehead must be seen clearly.
7. Photos should be printed without borders.
8. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted.
9. Instant type photographs or digital quality photographs are not acceptable. Photographs should be taken with a standard single lens reflex type camera using film which requires standard processing.

Addresses and phone numbers of photo studios familiar with immigrant photo requirements are included for your convenience. Photos that meet these requirements can be taken at any photo studio.

SAMPLE IV PHOTOGRAPH



Ankara:

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|---|---|
| FOTO İZCİ COLOR Arjantin Cad. 40/C G.O.P., Ankara Tel: (312) 426-1536 | ÖZGÜN FOTO Güvenlik Cad. 33/11 - C A.Ayrancı, Ankara Tel: (312) 466 4364 |
| GÜVEN COLOR Güvenlik Caddesi, 69/A, A. Ayrancı, Ankara Tel: (312) 427-5252 | FOTO AKAY Akay Caddesi, Konur Sokak 75/E, Bakanlıklar, Ankara Tel: (312) 418-7173 |
| ROYAL COLOR Güvenlik Caddesi 85 OR Güvenlik Caddesi 105 A. Ayrancı, Ankara A. Ayrancı, Ankara Tel: (312) 426-2751 Tel: (312) 467-1645 | |

İzmir:

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| STUDYO ALKIM Şair Esref Bulvarı 47/A, Alsancak, İzmir Tel: (232) 421-8283 | FOTO GÜVEN Yalı Caddesi 230/1 Karşıyaka, İzmir Tel: (232) 323-6667 |
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İstanbul:

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|---|---|
| TURGAY AKDEMİR FOTOĞRAF STÜDYOSU Meşrutiyet Cad. No:191Tepebaşı, İstanbul Tel: (212) 243-1312 | FOTO STÜDYO NOBEL İstiklal cad. Postacılar Sok. No:1 Tünel, Beyoğlu Tel: (212) 249 2337 |
| ALTINTÜRK FOTOĞRAF STÜDYOSU İstiklal Cad. No: 388/5 Tünel, Beyoğlu, İstanbul Tel: (212) 293 8252 | HİTİT DANIŞMA İstinye Mahallesi, Kaplıcalar Mevkii No:9 İstinye, İstanbul Tel: (212) 323 4214 |
| TURGAY AKDEMİR FOTOĞRAF STÜDYOSU İstinye Mahallesi, Kaplıcalar Mevkii No: 5/1 İstinye, İstanbul Tel: (212) 323 3733 | |

Adana:

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| FOTO SEVİL Kurtuluş Mh. 10 Sk. Dr. Cemil Öztekin Apt. Altı No. 12/A, Adana Tel: (322) 453 4411 | FOTO SKOP Vali Yolu Cad. Vizon Apt. No. 3/C Adana Tel: (322) 454 1803 |
| MUHAMMED ALİ Atatürk Bulvarı Saniye Ethem Apt. No. 65 Adana Tel: (322) 454 6352 | |

DOMICILE

The law requires that U.S. citizen petitioners and I-864 sponsors be domiciled (live) in any of the States of the United States, the District of Columbia, or any territory or possession of the United States.

Domicile is a complex issue and must be determined on a case by case basis. To qualify, a petitioner who is residing abroad must have a principal residence in the U.S. and intend to maintain that residence for the foreseeable future. Lawful permanent resident (LPR) sponsors must show they are maintaining their LPR status.

Many U.S. citizens and lawful permanent residents reside outside the United States on a temporary basis, usually for work or family considerations. "Temporary" may cover an extended period of residence abroad. The sponsor living abroad must establish the following in order to be considered domiciled in the United States:

- He/she left the United States for a limited and not indefinite period of time,
- He/she intended to maintain a domicile in the United States, and
- He/she has evidence of continued ties to the United States.

How can a petitioner establish a domicile?

When a sponsor has clearly not maintained a domicile in the United States, he/she will need to re-establish a U.S. domicile in order to petition for immigration benefits on behalf of a family member. The sponsor may take a number of steps to demonstrate that the United States is his/her principal place of residence. Examples may include:

- Find a job in the United States;
- Locate a place to live in the United States;
- Register children in U.S. schools;
- Make arrangements to give up (relinquish) residence abroad;
- Other evidence of a U.S. residence;

Other evidence may include: a signed lease, utility bills, or evidence of medical treatment in the United States. Again, domicile is determined on a case-by-case basis, and different documents may be required for different individuals.

If the sponsor establishes U.S. domicile, it is not necessary for him/her to return to the United States before the sponsored family members. However, the sponsored immigrant may not enter the United States before the sponsor returns to the United States to live.

If the consular officer is not satisfied with the petitioner's proof of domicile, the petitioner may be required to return to the United States before his or her family can get a visa.

CONTACT INFORMATION SHEET

Please complete this form and forward it along with your documents.

Beneficiary's Full Name : _____

Petitioner's Full Name : _____

Local Mailing Address : _____

: _____

U.S. Mailing Address : _____

: _____

E-mail (Beneficiary) : _____

E-mail (Petitioner) : _____

Telephone Numbers : _____

Mobile : _____

Work : _____

Home : _____

CHECKLIST

UPS to Embassy

From US Citizen Petitioner

- ☐ Form I-130 (Petition for Alien Relative)
- ☐ Form G-325A (Biographic Information Sheet)
- ☐ Passport, Naturalization Certificate, or Birth Certificate
- ☐ Marriage Certificate
 - ☐ Original
 - ☐ Photocopy
 - ☐ Translation
- ☐ Divorce Decree or Death Certificate (for each prior marriage)
 - ☐ Original
 - ☐ Photocopy
 - ☐ Translation
- ☐ I-864 (Affidavit of Support)
 - ☐ 1040 forms from 2004, 2003, and 2002
 - ☐ W-2 forms from 2004, 2003, and 2002
 - ☐ Proof of other assets (if necessary)
 - ☐ Statement explaining why you did not file taxes (if necessary)
- ☐ I-864 from cosponsor (if necessary)
 - ☐ 1040 forms from cosponsor for 2004, 2003, and 2002 (if necessary)
 - ☐ W-2 forms from cosponsor for 2004, 2003, and 2002 (if necessary)
- ☐ One photograph

From Foreign Spouse Beneficiary

- ☐ Form DS-230 Part I & II (Application for Immigrant Visa and Alien Registration)
- ☐ Form G-325A (Biographic Information)
- ☐ Full photocopy of passport
- ☐ Birth Certificate (Nüfus Kayıt Örneği from Turkey, Shenasname from Iran)
 - ☐ Original
 - ☐ Photocopy
 - ☐ Translation
- ☐ Marriage Certificate
 - ☐ Photocopy
 - ☐ Translation
- ☐ Divorce Decree or Death Certificate (for each prior marriage)
 - ☐ Original
 - ☐ Photocopy
 - ☐ Translation
- ☐ Police Certificate (for applicants older than 16; not required from Iran)
- ☐ Court and Prison Records (if necessary)
- ☐ Four front view immigrant visa photographs (write beneficiary's name on the back)
- ☐ Contact Information Sheet

CHECKLIST

Bring to Interview

- ☐ Fee (\$185 for petition; \$335 + \$45 surcharge for each beneficiary)
- ☐ Medical Report
- ☐ Proof of Relationship
- ☐ Proof of Domicile (if necessary)